

Exhibitor's Timeline and Responsibilities

Exhibitor's Name: _____
Email: _____
Phone number: _____

CVAA Contact's Name: _____
Email: _____
Phone number: _____

The exhibitor will meet at the gallery to discuss specific needs with the contact person regarding hanging hardware, weight and size of acceptable pieces, floor plan and restrictions. Inform them about the movable walls. Show them the kitchen area.

Tentatively identify display space and specific needs: Pay & Take Away, promotional materials such as business cards, catalogues, etc.

3 Months in advance send to CVAA publicity:

- One poster** layout landscape size 12"x9" - min 300dpi in JPEG format.
- One Poster** layout portrait size 9"x12" – min 300 dpi in JPEG format
- Press release of max 50 words** in a Word document. To be used for online publications like Preview Magazine
- Press release of max 250 words in a Word document.** To be used on websites and info for newspapers and other media.
- Two or 3 landscape format photos (jpeg) of the artists' work** are needed for possible newspaper feature.
- Please send to Annet Holierhoek ddaulby@gmail.com**

Both posters" must include:

Title of the show

Artists or Group name

Dates of show

Location of the gallery: O'Connor Group Art Gallery, Cultural Centre, 9201 Corbould Street, Chilliwack, V2P 4A6

Hours that the gallery is open: wed-sat noon to 5pm

Date and time of your reception

Website: oconnorgroupartgallery.com

A poster design is required with the following format, resolution and size requirements: 300 dpi copy jpeg with a 9" x 12" portrait format and 300 dpi copy jpeg with a 12" x 18" landscape format. For the webpage the format is to be 72 dpi jpeg.

Two press releases are required: Both written by the artist. One needs to be a maximum of 50 words and the second needs to be a maximum of 250 words. In addition 2 or 3 landscape view jpeg samples of the artist's work are needed for a possible newspaper feature.

All promotional materials will be send to the CVAA members responsible for promotion and advertising: BettyAnn Martin, Publicity cvaa.publicity@gmail.com

The poster must include:

title of show

artists or group name

location of gallery: O'Connor Group Art Gallery, 9201 Corbould St.

Chilliwack, BC V2P 4A6

hours the gallery is open: 12:00 - 5:00 Wed - Sat and some evenings, Admission is Free

date and time of your reception: see contract

Website: oconnorgroupartgallery.com

The submission fee includes the cost of printing the following:

10 large posters 12" x 18", 20 medium posters 9" x 11", 100 postcard size posters.

A distribution list for the posters will be provided.

An artist statement and a key photograph and copy of your poster suitable for publication are required in addition to an updated bio.

2 WEEKS before reception:

Reception responsibilities are reviewed with the artist reminding them (the artist) that they provide food, coffee, cream, sugar, punch, napkins, plates and any serving utensils needed.

Also any table decorations or novelties are the artist's responsibility.

Do you have a book for people to sign to make remarks about your exhibit?

An artist's statement and bio suitable for display in the gallery for the duration of the show is required.

Check with the CVAA contact to ensure that Cultural Centre staff are available to move the walls and set up tables for the reception.

ON the Day of Hanging the Show: (or prior to show opening)

An inventory list must be completed. One paper copy and a digital copy (can be emailed to Anna Stecca at anna@chilliwackculturalcentre.ca) for the Chilliwack Cultural Centre box office and one paper copy for the CVAA. The inventory list should be done in Excel format with the following headings above 6 columns:

Artist name 2. Title 3. Medium 4. Price 5. & 6 are left blank.

The artist is also responsible for completing and attaching labels to the gallery walls identifying each piece with the following information:

Artist name, Title, Medium, Size, Price. It is very important that the labels be printed on

Avery Removable Labels #06468. Template 5163, size 2" x 4" can be used if you are

creating the labels using mail merge and your excel inventory list. Any other labels will take the paint off the walls when removed.

IMPORTANT DATES:

Promotional materials due: _____

Set up show: _____

Reception: _____

Take down show: _____

The artist will sign to signify that they have reviewed this checklist with their CVAA contact.

Both parties shall keep a completed copy for reference.

Artist signature: _____